



The Hebe Haven Yacht Club Limited 白沙灣遊艇會
10.5 Miles, Hiram's Highway, Pak Sha Wan, Sai Kung, N.T. Hong Kong
香港 新界 西貢 白沙灣 西貢公路10哩半
電話 T: (852) 2719 9682
www.hhyc.org.hk

NOTICE OF ANNUAL GENERAL MEETING 2020

Notice is hereby given that an Annual General Meeting ("**AGM**") of The Hebe Haven Yacht Club Limited ("**Club**") will be held at its premises at 10.5 Miles, Hiram's Highway, Pak Sha Wan, Sai Kung, Hong Kong at **7:30pm on Thursday, 12 November 2020** for the following purposes:

1. to approve the minutes of the previous AGM held on 16 October 2019;
2. to receive and adopt the report of the Chairperson;
3. to receive and adopt the audited financial statements together with the report of the General Committee and Independent Auditor's Report for the year ended 31 March 2020;
4. to approve the appointment of Wong Brothers CPA Limited as the auditor of the Club;
5. to approve the remuneration of Wong Brothers CPA Limited;
6. to elect the Officers of the Club and other members of the General Committee.

Members should note that nominations for the Officers and other members of the General Committee closes 72 hours prior to the time fixed for the AGM and the list of such nominations will be displayed in the Club and published on the Club's website by **8:30pm on Monday, 9 November 2020**. Nomination forms can be downloaded from the Club's website, or alternatively, obtained on request to the membership office.

Members should also note that they are entitled to appoint another person (whether a member or not) as a proxy to exercise all or any of the member's rights to attend and to speak and to vote at the AGM. In light of the COVID-19 restrictions, the Club has reviewed and enhanced its procedures for voting by proxy and Members will now be able to obtain and submit proxy forms via email, as well as indicate their voting intention for the election of Officers and the General Committee on the proxy form. Members wishing to vote by proxy should refer to the notes in the attached Annex.

Date: 18 September 2020

By order of the General Committee

Sonny Payne
Honorary General Secretary

Annex to Notice of Annual General Meeting 2020

Notes on Voting by Proxy

- 1) If voting by proxy, members are strongly encouraged to use proxy forms provided by the Club which will be available from **8:30pm on Monday, 9 November 2020**, following closure of the deadline for submission of nominations for the Officers and other members of the General Committee.
- 2) Members can obtain proxy forms either:
 - (i) in person by collection from the Club's membership office; or
 - (ii) upon request by email to proxyvote2020@hhyc.org.hk, a dedicated email account set up expressly for the purpose of administering the proxy forms and which will only be accessible by authorised Club staff and the AGM auditor.
- 3) Members **must** use their email address as registered with the Club for requesting proxy forms by email and **must** clearly state their full name and membership number in the requesting email. Requests using email accounts not registered by the member with the Club will **not** be entertained.
- 4) Each proxy form will have a unique number that is allocated by the Club's membership office.
- 5) For administrative convenience, members are requested to return their completed proxy forms **before 11:30am on Thursday 12 November 2020**. Proxy forms should be returned either:
 - (i) in person by delivery to the collection box in the Club's membership office; or
 - (ii) by emailing scanned copy of the duly completed and signed proxy form to proxyvote2020@hhyc.org.hk.
- 6) As with email requests for proxy forms, members **must** use their email address as registered with the Club for submitting proxy forms by email. Submission of proxy forms from email accounts that do not correspond to the member's email account registered with the Club will **not** be accepted.
- 7) A member may terminate the appointment of his/her proxy at any time prior to the commencement of the meeting by a written notice, duly signed and delivered to the Club by hand or through the dedicated proxy email address.



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2020年會員週年大會通告

茲通告白沙灣遊艇會【本會】謹定於2020年11月12日（星期四）晚上7時30分假香港西貢白沙灣西貢公路10咪半白沙灣遊艇會會址舉行會員週年大會【大會】，以商議下列事項：

1. 批准於2019年10月16日舉行之會員週年大會會議記錄；
2. 省覽及採納主席報告；
3. 省覽及採納截至2020年3月31日止年度之經審核財務報表及獨立核數師報告；
4. 批准聘任民信會計師事務所有限公司為本會核數師；
5. 批准民信會計師事務所有限公司酬金；
6. 選舉執行委員會主要委員及其他成員。

請注意，執行委員會主要委員及其他成員之提名將在週年大會召開前72小時截止報名。參選人名單將於2020年11月9日星期一晚上8:30分張貼於本會報告版上，同時亦會在本會網站發佈。提名表格可於本會網頁下載，或向本會會籍事務部索取。

會員有權委派另一人（無論是否會員）作為代表，以行使其全部或任何權利出席會員週年大會並在大會上發言和投票。此外，本會已檢討委任代表投票的程序，以應對2019冠狀病毒病疫情限制。會員現可透過電郵索取和遞交代表委任表格，並可在表格上選擇其投票意向。有關委任代表投票的詳情，請參閱附件。

日期：2020年9月18日

以上議程由執行委員會提出

Sonny Payne
名譽秘書

2020 年會員週年大會通告附件

委任代表投票注意事項

- 1) 會員如欲委派代表投票，請使用本會提供之代表委任表格。該表格可於 2020 年 11 月 9 日星期一晚上 8:30 分（即執行委員會委員提名截止報名後）開始供會員索取。
- 2) 會員可透過以下方式索取代表委任表格：
 - (i) 親身到達本會會籍事務部索取；或
 - (ii) 電郵至 proxyvote2020@hhyc.org.hk 索取。此電郵帳戶是專為週年大會而設，用於管理代表委任表格，只有本會授權人員和週年大會審計員才能使用。
- 3) 會員**必須**使用其在本會登記的電郵地址索取代表委任表格，並且**必須**在電子郵件中清楚列明其姓名和會員編號。會員如使用非在本會登記的電郵地址索取表格，將**不獲**處理。
- 4) 每張代表委任表格均印有由本會會籍事務部發出的編號。
- 5) 為方便管理，請會員於 2020 年 11 月 12 日（星期四）上午 11:30 分前用以下方式交回已填妥的代表委任表格：
 - (i) 親身送達位於本會會籍事務部的收集箱；或
 - (ii) 將已填妥並已簽署的代表委任表格先掃描，然後透過電郵發送至 proxyvote2020@hhyc.org.hk。
- 6) 會員**必須**使用其在本會登記的電郵地址遞交代表委任表格。會員使用非在本會登記的電郵地址遞交代表委任表格，將**不獲**處理。
- 7) 會員可在會議開始前任何時候終止任命其代表。終止任命代表可以書面簽署形式親身送達本會，或電郵至本會特定電郵信箱。